

M-6


TAB

IASEC-M-6 (Draft)
4 February 1972

INTRA-AGENCY SECURITY COMMITTEE

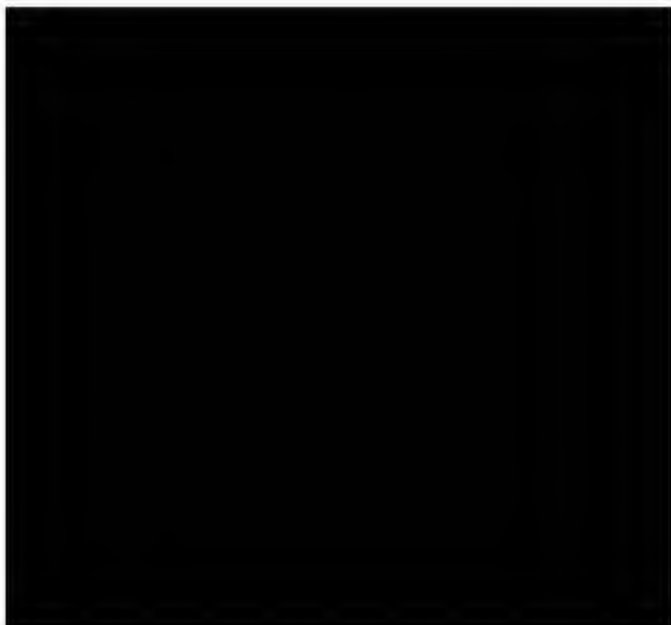
Minutes of

Sixth Meeting
Room 4 E 64, CIA Headquarters Building
Friday, 4 February 1972, 1000 Hours


Acting Chairman
Presiding

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MEMBERS PRESENT:



REPRESENTING:

National Intelligence Programs
Evaluation

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Deputy Director for Support

Office of General Counsel

Deputy Director for Intelligence

Deputy Director for Plans

Deputy Director for Science
and Technology

Secretary

GROUP I

Excluded from automatic

IASEC-M-6 (Draft)
4 February 1972

ALSO PRESENT:

Office of Security

FI Staff

CIA Top Secret Control Officer



IASEC-M-6 (Draft)
4 February 1972

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The Intra-Agency Security Committee was convened by the Acting Chairman, Mr. [REDACTED] at 1000 hours on 4 February 1972 in the Office of Security conference room, 4E64.

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Mr. [REDACTED] explained that the reason for the instant meeting was the concern of Mr. W. E. Colby, Executive Director-Comptroller; Mr. John W. Coffey, Deputy Director for Support; and the Director of Security over the general problem of overclassification of information which exists in Government today and in CIA as well. Reviewing this subject was also especially timely because of the interest taken by the President and the members of Congress in the overall classification field. The Acting Chairman solicited the comments of those present and was thus informed:

The DD/P Member said that the Clandestine Service basically has no areas in which overclassification exists and that the DD/P is feeling special pressure at this time as a result of its acquired information appearing recently in the press. He also noted the problem of liaison in that foreign liaison contacts are becoming reluctant to furnish CIA with sensitive material for fear that it will

IASEC-M-6 (Draft)
4 February 1972

25X1A9a

later be disclosed in the news media. Overall, Mr. [REDACTED] felt that the Clandestine Service should continue to maintain a strict system of classification because of its unique role in the Agency.

The NIPE Member pointed out that there are two factors at odds in looking at the problem of overclassification. On the one hand, the thrust of the study on the new Executive Order 10501 is to cut down on overclassification; on the other hand, there is the concern expressed by the President in his Directive of 21 December 1970 in which he asked for a tightening up in the security handling of sensitive information. Mr.

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[REDACTED] felt that it was essential to maintain a strict security posture with respect to protecting the Agency's intelligence sources and methods. He indicated that the thrust of his letter to the President showed how the CIA had tightened and would continue to tighten the protection of sensitive information. However, he believed the Agency should take a hard look at much of its material which is classified Secret that is essentially administrative in nature and could carry a non-security caveat.

The DD/I Member pointed out much can be done in cutting down on overclassification within the Agency, citing several flagrant examples

IASEC-M-6 (Draft)
4 February 1972

which included a Secret cable on frozen orange juice, a published magazine article which later was classified Confidential, and a Confidential report from another agency which highlighted the particular language fluency of a Latin American country. Mr.

25X1A9a [REDACTED] believed that the problem of overclassification was essentially judgmental and that re-emphasis of the Agency's good Headquarters Regulation on the subject of classification was needed in the form of a Headquarters Notice.

The DD/S&T representative stated that the various forms of the Agency should be reviewed since many of them are classified Secret with the caveat "When Filled In" and contain information essentially non-sensitive in nature. He cited several examples, including insurance data on medical claims and payroll change forms.

The NIPE Member suggested that this may be the opportune moment to institute a new classification entitled "Medical Confidential" in order to protect personal information which is sensitive rather than security-type data.

IASEC-M-6 (Draft)
4 February 1972

Much discussion ensued relative to drafting a Headquarters Notice on the general subject of the classification of CIA information. All representatives agreed that the draft should incorporate the following items, alluding to:

1. The President's memorandum of 21 December 1970 expressing his concern over public disclosures and directing that immediate steps be taken to ensure that existing regulations and procedures to safeguard classified information be strengthened where necessary.
2. The DCI's statutory responsibility for the protection of intelligence sources and methods.
3. The classification process as one which requires sound judgment and must not be taken lightly.
4. The categories of Top Secret, Secret, and Confidential and their definitions as they apply to the National Security.

IASec-M-6 (Draft)
4 February 1972

5. The markings, Administrative-Internal Use Only and For Official Use Only, explaining when such markings are applicable for use by Agency employees.

6. Each document to be classified on the basis of information it contains or reveals with full consideration given to the DCI's responsibility for the protection of intelligence sources and methods.

7. Documents received from other agencies or foreign governments as retaining the same classification or the lowest comparable classification.

8. Administrative material which is often over-classified. Formal notices as well as intra-agency memoranda often can be issued without classification or dissemination control.

9. In order to ensure an effective classification program Deputy Directors and Operating Officials should periodically check to determine whether

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IASec-M-6 (Draft)
4 February 1972

documents originating with their components are
properly classified.

10. The notice with the suggested guidelines
being readily available to all employees.



Secretary

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Adjournment: 1150 hours

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